

ADMINISTRATIVE - INTERNAL USE ONLY

DKR MT✓

1 February 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Narcotics Operations Familiarization Course

Twenty-eight CS officers are scheduled to attend the pilot running of the course being held at the Chamber of Commerce building. Monday through Thursday, 5-8 February. All Divisions are represented. The course will cover the origins, collection, manufacture, and distribution of dangerous drugs, and the organization of Government resources to combat the problem. The course was over-subscribed by 15; two more runnings over the next four months will be scheduled to handle these and other expected enrollees.

b. Chiefs of Station Seminar

We have 11 COS or COB-designees signed up for the Seminar which will begin on 5 February. It will run mornings, for ten days. Included for the first time will be a presentation on economic intelligence to be given by Mr. [REDACTED] DDP. The Ambassador's viewpoint will be presented by Ambassador Thomas McElhiney, now the [REDACTED] at State.

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

c. Office Management Seminar

Seminar #2 was completed on 19 January. All 14 invitees attended. Critiques indicate that all the speakers were well received. Seminar #3 will be given 13-16 March, again by invitation. Subsequent seminars will be open to other GS-08 - GS-12 secretaries through normal enrollment procedures and selection will be made to maintain a cross-directorate mix.

2. Notes

STATINTL

With the appointment of the DDI's representative, Mr. [REDACTED]

STATINTL

of OCI, the task force for middle-management training is now at full strength

STATINTL

[REDACTED] the new chairman of the Agency's Fine Arts Committee, and

STATINTL

[REDACTED] visited the [REDACTED] on 23 January to review

STATINTL

the progress made in improving the interior of the buildings. They were well-pleased with the condition of the Station.... Three CTs from the January 1973 Class will have three-month interim assignments in the Support Directorate. Two will begin their assignments on 5 February in OL and OS; the third will be assigned to OC, beginning 12 February.... We are working through component training officers to meet the March 1 deadline for submitting CIA's quotas for NSA's FY 74 courses.... There are now ten CIA enrollees in CSC's Productivity Management Workshop scheduled for 5-9 February. (Six from OL, and one each from OF, OC, O/PPB, and CS/MPS.) Five

STATINTL

[REDACTED]... During the week an administrative briefing

STATINTL

was given to [REDACTED], OL, who will attend the CSC Executive Seminar on Management of Organizations, 4-16 February at Oak Ridge.... As of 19 January, 87 applicants for summer-only employment have been tested by the Clerical Training Faculty.

3. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning 4 February.

[REDACTED] STATINTL

HUGH T. CUNNINGHAM
Director of Training

AM

**High-Level Guest Speakers
for the Week Beginning 4 February 1973**

	<u>Name</u>	<u>Course</u>	<u>Location & Time</u>
25X1A		<u>Sunday, 4 February</u>	
25X1A		CA Operations Seminar	1900 - 2100
		<u>Monday, 5 February</u>	
25X1A	Arthur C. Landahl D/NPIC	Senior Seminar	0930 - 1130
25X1A		Chiefs of Station Seminar	Hq., Rm. 1A-07 1040 - 1130
	Charles A. Briggs D/PPB	Midcareer	1200 2100
25X1A	John M. Maury Legislative Counsel	Midcareer	1500 2100
		Midcareer	1630 1900 - 2100
25X1A		Narcotics Operations Familiarization for CS	C of C, Rm. 902 0900 - 0950
25X1A		CA Operations Seminar	1930 - 2100
		<u>Tuesday, 6 February</u>	
	Paul V. Walsh ADD/I	Senior Seminar	C of C, Rm. 1001 1400 - 1600
25X1A		Chiefs of Station Seminar	Hq., Rm. 1A-07 0845 - 1005
		Chiefs of Station Seminar	Hq., Rm. 1A-07 1015 - 1105

CONFIDENTIAL

Tuesday, 6 February, Cont.

25X1A

Howard J. Osborn
D/S

Midcareer

1045
2100

25X1A



Midcareer

1200

John R. Tietjen, M.D.
D/MS

Midcareer

1515
2100

Harry B. Fisher
D/Pers

Midcareer

1700
2100

25X1A



CA Operations
Seminar

1630

Operations Support

C of C, Rm. 802
1100 - 1200

Wednesday, 7 February

25X1A



Senior Seminar

C of C, Rm. 1001
1000 - 1200

David S. Brandwein
D/FMSAC

Senior Seminar

C of C, Rm. 1001
1000 - 1200

Carl E. Duckett
DD/S&T

Senior Seminar

C of C, Rm. 1001
1400 - 1600

Howard J. Osborn
D/S

Chiefs of Station
Seminar

Hq., Rm. 1A-07
1210 - 1300

25X1A

Maurice C. Ernst
D/OER

Midcareer

1045
2100

Bruce C. Clarke, Jr.
D/OSR

Midcareer

1200
2100

Arthur C. Lundahl

Midcareer

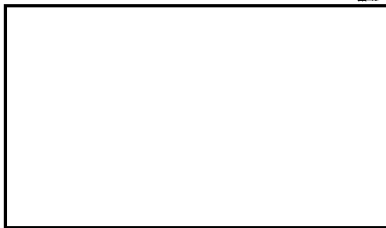
1430 - 1700

CONFIDENTIAL

CONFIDENTIAL

Wednesday, 7 February, Cont.

25X1A



CA Operations Seminar

Narcotics Operations
Familiarization for CS

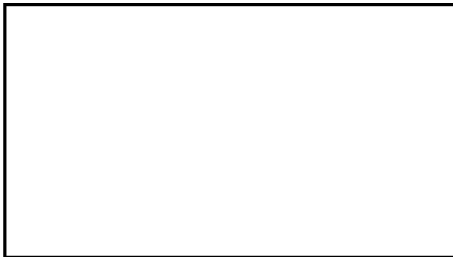
25X1A

1615 - 1645

C of C, Rm. 902
1000 - 1130
1430 - 1550

Thursday, 8 February

25X1A



Senior Seminar

Senior Seminar

C of C, Rm. 1001
1000 - 1200

C of C, Rm. 1001
1000 - 1200

John W. Coffey
DD/S

Senior Seminar

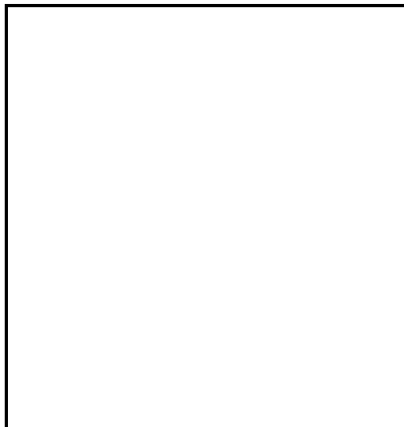
C of C, Rm. 1001
1400 - 1600

Hq., Rm. 1A-07
0945 - 1035 25X1

Hq., Rm. 1A-07
1045 - 1135

Hq., Rm. 1A-07
1145 - 1300

25X1A



Midcareer

Midcareer

Midcareer

Midcareer

Midcareer

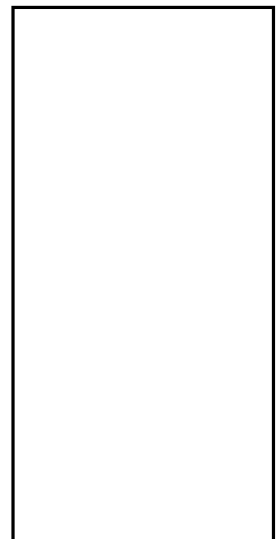
25X1A

Harry C. Eisenbeiss
D/CRS

James R. Murphy
D/DCS

Richard Lehman
D/OCI

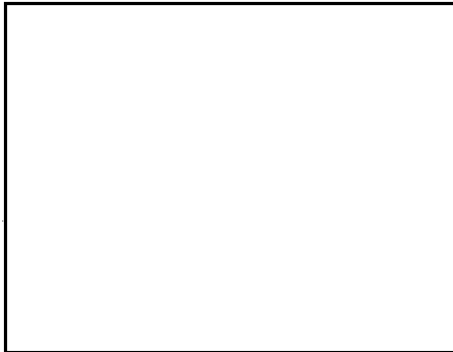
Edward W. Proctor
DD/I



CONFIDENTIAL

Friday, 9 February

25X1A



Senior Seminar

C of C, Rm. 1001
1000 - 1200

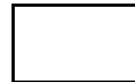
Chiefs of Station
Seminar

Hq., Rm. 1A-07
0845 - 0935

Chiefs of Station
Seminar

Hq., Rm. 1A-07
1115 - 1245

Midcareer



1200

John Kerry King
D/BGI

William E. Colby
Ex. Dir. -Compt.

Brookings Conference

Hq., Rms. 7D-42,
7E-26
1200 - 1420

Participants:

Edward W. Proctor, DD/I
Cord Meyer, Jr., ADD/P
John W. Coffey, DD/S
Carl E. Duckett, DD/S&T
James R. Murphy, D/DCS
Hugh T. Cunningham, DTR

25X1A